

City of St. Louis  
Civil Rights Enforcement Agency



Request for Qualifications

Outreach and Education

Proposal due no later than **12:00 noon on June 16, 2016**

## **1) Opening Statement**

The City of St. Louis Civil Rights Enforcement Agency, or CREA, seeks to contract with a St. Louis community based nonprofit entity to provide fair housing and civil rights outreach and education services. The funds will come from the U.S. Department of Housing and Urban Development, as available.

With this solicitation CREA intends to award one contract. CREA reserves the right to make no awards.

## **2) Scope of Services**

CREA seeks a City of St. Louis community based nonprofit entity to provide fair housing and civil rights outreach and education services. Specifically, CREA seeks to educate and inform, in facilitated discussion, residents of City of St. Louis neighborhoods, paired together, on the 1968 Fair Housing Act (as amended), various federal housing initiatives and the impact those policies and practices in shaping neighborhoods.

CREA seeks to have a **minimum** of 12 training sessions, with a minimum of 30 neighborhood members at each session.

**Contract will be from July 1, 2016 to June 30, 2017**

## **3) Qualifications and Proposal Format**

The qualifications of the entity to provide services:

- Must be a 501©3
- Business must be located in the City of St. Louis
- 10+ years of community/neighborhood organizing experience
- 10+ years of educating and training in and with neighborhoods
- 5+ years of staging/hosting events in the community

The proposal format response, including cost estimates, should be limited to 12 pages, double spaced. Responses should include:

- 1) Name, Address and Contact information of the organization
- 2) Summary of the proposal
- 3) History of the organization
- 4) Summary of experience with community/neighborhood organizing
- 5) Summary of experience educating and training in and with neighborhoods
- 6) Capacity to teach about fair housing and the effects on neighborhood development
- 7) Resume of the person facilitating the discussion

- 8) Resume of person conducting the Fair Housing training, if different than facilitator

CREA reserves the right to reject any and all proposals with no penalty. CREA also reserves the right to waive immaterial defects and minor irregularities in any submitted proposal.

Any entity being considered must have all state and local taxes paid in full or a signed agreement with appropriate city department at the time of proposal submittal.

#### **4) Proposal Due Date and Location**

RFQ submittals are due no later than **12:00 noon on June 16, 2016** at the following location:

**Civil Rights Enforcement Agency  
1114 Market Street, Suite 626  
St. Louis Mo 63101**

Late proposals will not be accepted. The envelope containing the response must be marked referencing the project: **Neighborhood Outreach and Education Services**

Public Access to Proposals shall be governed by the relevant provisions of the Freedom of Information Act, State of Missouri Sunshine Law (RsMO 610.021) and regulations adopted pursuant thereto.

#### **5) Department Contact/Request for Clarification**

Prospective responders may direct questions, in writing via email only, to:

Charles Bryson  
Executive Director  
Email: [brysonc@stlouis-mo.gov](mailto:brysonc@stlouis-mo.gov)